

## Outreach and Development Coordinator Castle Island Bilingual Montessori

[Castle Island Bilingual Montessori](#) inspires learning by honoring each child's potential in a world-class learning environment designed to foster curiosity, collaboration, and innovation. Immersion in a bilingual, diverse Montessori school will offer our students the unique challenges and opportunities to become creators of solutions and leaders of a technologically advanced, environmentally vital, peaceful global community.

***We seek an Outreach and Development Coordinator who is passionate about community engagement and is interested in learning about the importance of the Montessori method.***

***Candidates should also be able to serve as a representative of Castle Island Bilingual Montessori by engaging with partners and stakeholders to ensure pathways for the school to grow. Fluency in multiple languages is highly valued and candidates with this proficiency are strongly encouraged to apply.***

### Goals and Duties of The Position

The VISTA, serving as the Outreach and Development Coordinator, will work to engage new partners and reengaged old partners to create sustainable recruitment pathways for the school to grow including: enrollment of children and their families, business partners, board membership.

The specific duties of the position include:

- Develop and maintain regular communication channels and coordinate networking events and opportunities.
- Research and identify new community partners and stakeholders to support the expansion of Castle Island Bilingual Montessori's outreach efforts.
- Develop and maintain relationships with community partners, including schools, community-based organizations, and other stakeholders including volunteers to support alumni engagement, recruitment and program delivery efforts.
- Assist in the development and implementation program recruitment strategies to reach underrepresented communities and promote program participation.
- Work alongside the team to engage in content marketing to recruit new families and students to the school.
- Represent the organization by working collaboratively in day-to-day logistics: facilitating family tours, front desk activities and other public events such as tabling.

**Minimum Qualifications:**

- Must have an Associates level education or higher
- Have a growth mindset
- US citizen or have permanent resident status

**Living Allowance:**

VISTAs earn a living allowance for their service. The annual living allowance is \$22,882, which is \$877.66 on a bi-weekly basis.

**Benefits:**

- Supportive cohort of peers
- Ten free meals a week at Siena College
- Loan deferment for qualified student loans
- 10 paid personal and 10 paid sick days
- Siena Gym/Library/Career and Internship Center Access
- CDTA bus pass
- [Non-competitive eligibility for federal employment](#)
- \$6,345.00 Education Award upon successful completion of full-service term

Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

Visit us online: <https://www.siena.edu/centers-institutes/ace> and on IG: [@sienavistas](#)  
To Apply: [Click Here](#) or search "ACE" on the [MyAmeriCorps Portal](#) or email Taylor Disco at [tisco@siena.edu](mailto:tisco@siena.edu)

*At Siena, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the College are viewed as a resource, strength and benefit to the College as a whole.*